

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 300 PERSONNEL	SUPERSEDES: AR 318 (0812/02)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 318 EMPLOYEE PERFORMANCE CARDS TEMP	EFFECTIVE DATE: 09/06/03

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PURPOSE

To set forth guidelines on the use of Employee Performance Cards.

AUTHORITY

NRS 209.131

RESPONSIBILITY

It is the responsibility of each supervisor to use Employee Performance Cards to record positive and negative performance.

DEFINITIONS

DEPARTMENT – The Nevada Department of Corrections.

EMPLOYEE – A person legally holding a position with the Department in the public service as defined in NRS 284.015.

PROBATIONARY PERIOD – A period of time in which an employee's performance is evaluated prior to obtaining permanent status.

SUPERVISOR – An employee of the Department that provides supervision and has first line supervisory authority, and is responsible for the performance and evaluation of subordinate employees. These employees are within the direct chain of supervision, scope and authority.

TRIAL PERIOD – Any probationary period that is required of a permanent employee because of a promotion.

APPLICABILITY

This regulation applies to all classified employees of the Department.

PROCEDURES

318.01 ENTRIES

1.1 Employee performance cards should contain employee progress reports during the probationary/trial period at least once every 2 months. The progress reports will be discussed with the employee. **(3-4057)**

1.2 Any time an entry is made, the supervisor is to note the date and any remarks/action taken. The supervisor and employee must acknowledge review with a signature or by initialing.

1.3 Employee progress reports should be completed on permanent employees at least once every ninety (90) days.

1.4 Once the employee's signature is obtained, the card is to be forwarded to the appropriate supervisor for review.

- The supervisor will acknowledge review and return the card.

- The supervisor shall maintain performance cards of all staff assigned to their supervision.

1.5 Performance cards are considered confidential documents and must be kept secure.

1.6 Entries made on the card shall not contain any whiteouts, blackouts or erasers of any remark. Should an error occur, an additional entry explaining the circumstances and reasons for the correction shall be made and acknowledged by the employee and reviewer.

1.7 Employee Performance Cards should be utilized to complete the Employee Performance Evaluation.

REFERENCES

ACA 3-4057, and 3-4062

ATTACHMENTS

Employee Performance Card, DOC-1001

Jackie Crawford, Director

Date

CONFIDENTIAL XX
 Yes No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.